

**A RESOLUTION AMENDING THE EMPLOYEE HANDBOOK  
REGARDING COMPENSATION AND TIMEKEEPING - PAY PERIOD**

WHEREAS, the South Sangamon Water Commission adopted an Employee Handbook;

WHEREAS, the Commission reserved the right to change or revoke the Employee Handbook, permanently or temporarily, if it is in the best interest of the Commission;

WHEREAS, the Commissioners have determined it is in the best interest of both the Commission and its employees to amend the Employee Handbook by amending the Section of Compensation and Timekeeping - Pay Period.

*BE IT RESOLVED BY THE SOUTH SANGAMON WATER COMMISSION, AS FOLLOWS:*

**SECTION 1:** The Employee Handbook is amended by deleting the existing policy regarding Compensation and Timekeeping - Pay Period and inserting the following Compensation and Timekeeping - Pay Period:

**Pay Period**

Until the January 25, 2025 pay period, the Commission employees shall be paid on the fifteenth (15<sup>th</sup>) and thirtieth (30<sup>th</sup>) of each month. The pay period for each paycheck covers from the 26<sup>th</sup> through the 10<sup>th</sup> of the month and from the 11<sup>th</sup> to the 25<sup>th</sup>.

Effective as of the January 25, 2025 pay period and all pay periods thereafter, the Commission's employees shall be paid on a bi-weekly basis.

**SECTION 2:** Except as amended herein by this Ordinance, all other provisions of the Employee Handbook shall remain in full force and effect.

**SECTION 3:** Any Ordinance or Section of the Commission's Employee Handbook in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict. If any part of this Ordinance be held void, such part shall be deemed severable and the invalidity thereof shall not affect the remaining parts of this Ordinance.

**SECTION 4:** This Resolution is effective immediately.

APPROVED on this 18<sup>th</sup> day of November, 2024.

  
CHAIRMAN

ATTEST:

  
Clerk

AYES: 3  
NAYS: 0  
PASSED: 11/18/24  
APPROVED: 11/18/24  
ABSENT: 0

**RESOLUTION CERTIFICATE**

STATE OF ILLINOIS            )  
  ) SS.  
COUNTY OF SANGAMON )

I, the undersigned, do hereby certify that I am the duly qualified and acting Clerk of the South Sangamon Water Commission.

I do further certify that the resolution attached hereto is a full, true, and exact copy of Resolution No. 24- 8 approved by the Commission on the 18<sup>th</sup> day of November, 2024, said Resolution being entitled:

**A RESOLUTION AMENDING THE EMPLOYEE HANDBOOK  
REGARDING COMPENSATION AND TIMEKEEPING - PAY PERIOD**

I do further certify that prior to the making of this certificate, the said Resolution was spread at length upon the permanent records of said Commission where it now appears and remains.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said Commission this 18<sup>th</sup> day of November, 2024.

  
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Clerk

356201

